

## **Idaho State Board of Education**

# **GOVERNING POLICIES AND PROCEDURES**

**SECTION: VI. OFFICE OF THE STATE BOARD OF EDUCATION**

**Subsection: B. Public Records**

**April 2002**

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## **B. Public Records**

### **1. Custodian of Records**

The Public Affairs Officer of the Office of the State Board of Education is designated custodian of records for the purposes of the Open Records Law, Sections 9-337 through 9-348, Idaho Code. In the event the public affairs officer is absent from the office for more than three (3) regular working days, the Executive Director may designate a temporary custodian of records.

### **2. General Subject Matter of Records**

The Office of the State Board of Education receives and maintains various documents and information from the agencies, institutions and school under the jurisdiction of the Board, including, but not limited to, budget, audit, and other fiscal information, enrollment data, proposals for academic and vocational programs, agendas for Board meetings, and financial aid reports. The office receives student applications for certain scholarships and exchange programs. The office also maintains records pertaining to its staff employees.

### **3. Location of Records**

The records mentioned above are located in the files and computers of the Office of the State Board of Education, Third Floor, Len B. Jordan Building, 650 West State Street, Boise, Idaho.

### **4. General Public Records Policy**

The general public records policy of the State Board of Education is found in Idaho Administrative Code, IDAPA 08.01.01. That section details the procedure whereby public records in the custody of the Office may be requested, examined, and/or copied.